

Indoor Air Quality Tools for Schools
Leadership Awards Program
Application Form

Evaluation Criteria

- This award is designated for schools/school districts that have progressed with implementing the *IAQ TFS* Kit. Plaques will be awarded to all schools/school districts that have adhered to the Great Start criteria as well as, meeting the following additional requirements:
 - Established an IAQ Coordinator and/or *IAQ TFS* Team.
 - Completed the School Walkthrough.
 - Completed the School Walkthrough Checklist and the Ventilation Checklist.
 - Distribute the Teachers, Building Maintenance, and Renovation and Repairs Checklists.
 - Developed an IAQ Management Plan which identifies indoor air quality problems in the school and prioritizes repairs and upgrades.
- EPA will provide a “Welcome” letter to each committed school/school district. Information about how to access other *IAQ TFS* resources and the *IAQ TFS* Bulletin will also accompany the letter.
- In addition to the plaques, schools and school districts will be recognized on EPA’s web site and receive press kits to help them communicate their success. EPA may also ask certain award recipients who have particularly good success stories to submit their experiences for a case study. The finalized case study will also be available on EPA’s *IAQ TFS* web site. These award winners will also be specifically targeted to apply for the Excellence Award Program for 2002.

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Basic Data

Please provide the information described below.

Name of Key Contact(s) or IAQ Coordinator	
Name of School or School District	
Address	
Phone/Fax Numbers	
E-mail Address	
*Physical Description of Building (area, layout, condition, style)	
*Construction Date	
*Description of HVAC system	Add additional information on separate sheet if necessary.
Number of Students	
History of IAQ problems/concerns	Add additional information on separate sheet if necessary.
How your school or district became involved in <i>IAQ</i>	Add additional information on separate sheet if necessary.

How to Apply

Interested candidates should complete the attached application. Applications will be evaluated based on the established criteria. The criteria and application forms can be found on our web site at www.epa.gov/iaq/schools. For specific questions contact Michele Guarneiri at (202) 564-9099 or guarneiri.michele@epa.gov.

Receiving of Applications

All applications may be submitted by either of the following options: U.S. Mail, facsimile, electronically or special delivery services (Federal Express, United Parcel Services, etc.). Candidates should use the application form as a template for providing EPA with the essential program information needed to evaluate their candidacy.

U.S. Mail: ATTN: IAQ Tools for Schools Awards Coordinator
 The Cadmus Group, Inc.
 1901 North Fort Myer Drive
 Suite 900
 Arlington, VA 22209

Facsimile: (703) 247-6001

Electronically: Awardscoordinator@cadmusgroup.com

Special Delivery Services: ATTN: IAQ Tools for Schools Awards Coordinator
 The Cadmus Group, Inc.
 1901 North Fort Myer Drive
 Suite 900
 Arlington, VA 22209
 (703) 247-6000